



Assistant Finance Director

City of Miami Gardens, FL. (109,700)

Posted Date: 05/07/2013

Deadline: 05/24/2013 or until filled.

Starting Salary: \$86,610 min. – \$113,618 mid./DOQ

Nature of Work:

This is highly responsible administrative and professional work assisting in the managerial, administrative, supervisory and technical planning functions in operating the City's Finance Department. Responsible for day-to-day operations of all accounting functions, cash disbursements and cash receipts. Must be hands on in all aspects of functions. Assists Director in preparing annual operating budget and capital improvement plan, as well as cash, debt and grant management.

Work is performed independently with general direction from the department director and is reviewed periodically through conferences, written reports and evaluation of results obtained.

Minimum Requirements:

Bachelor degree in accounting or related field, preferably a Certified Public Accountant (CPA) from the State of Florida or a Certified Government Finance Officer (CGFO) from the Florida Government Finance Officers Association or a Certified Public Finance Officer (CPFO) from the Government Finance Officers Association; with a minimum of five (5) years of governmental accounting experience in a management/professional level with substantial experience in personnel supervision. Master's degree may substitute for one (1) year experience.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street; Suite 200
Miami Gardens, FL 33169
Fax: (305) 622-8265
www.miamigardens-fl.gov
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